

SECRET

25X1

REGULATION

PERSONNEL
26 April 1957**REASSIGNMENT****REASSIGNMENT UPON REQUEST OF EMPLOYEE****1. POLICY**

The Agency will endeavor to reassign any employee who submits a sound and adequately justified request for reassignment. Agency needs and the career requirements of the employee will be weighed in arriving at a determination concerning the request.

2. PROCEDURES

- a. An employee desiring reassignment will address a memorandum to the Head of his Career Service stating his reasons for requesting transfer and, if possible, describing the type of position he has in mind. He will forward this memorandum through supervisory channels for comment and will send one copy directly to the Personnel Assignment Division, Office of Personnel.
- b. The Head of the employee's Career Service will ensure that the request is reviewed thoroughly, taking into account the needs of the Agency and career requirements of the employee, and will take one of the following actions as soon as possible:
 - (1) Effect reassignment, if appropriate; or
 - (2) Make the employee available for reassignment to another component or Career Service.
- c. If the request has not been resolved satisfactorily within 60 days, the Director of Personnel will assist the Head of the Career Service concerned in reviewing the case to determine whether further reassignment efforts should be made or the employee should be advised that his present assignment is the most suitable one currently available to him.
- d. The employee will be officially notified of the disposition of his case by the Head of his Career Service through his supervisory channel.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:**L. K. WHITE**
Deputy Director
(Support)**DISTRIBUTION: AB**

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